Packaging Pre-Award Surveys

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Revision 2 Date 21 Aug 2007

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Agenda

- Pre-Award Survey Requests
- Pre-Award Survey Preparation
- On Site Visit Guidance
- Pre-Award Survey System (PASS)
- Summary
- Quiz

Pre-Award Survey Requests

- **Pre-Award Survey Manager (PASM) will forward requests for support to the Technical Specialist**
  - **The request will be made via the eTools Pre-Award Survey System (PASS)**
  - **The request will identify the factor/s to be evaluated as assigned by the PASM**
  - **The Technical Specialist will be notified by PASM**
  - **Supporting documentation will be e-mailed or available on a linked web site**

Pre-Award Survey Preparation

- **Review Solicitation Packaging requirements**
  - **MIL-STD-2073-1 for Military Preservation & Packing**
    - **Packaging Requirement Code (PRC)**
    - **Special Packaging Instruction (SPI)**
      - **Commodity or Procedural Specifications**
  - **ASTM D 3951 for Commercial Packaging**
  - **MIL-STD-129 for Military Marking**
  - **Section “D” for applicable Packaging Clauses**

Pre-Award Survey Preparation

- **Make sure references are current and appropriate**
- **Contact the buying activity for clarification when Packaging requirements are incomplete, erroneous, or missing**
- **Check to see if there have been any packaging related discrepancies for the contractor on prior shipments**

Pre-Award Survey Preparation

- **The Pre-Award Survey Team Leader (usually the Industrial Specialist) will coordinate the onsite meeting**
  - **Determine scope of the survey based upon solicitation requirements**
  - **Extent of each Functional Specialists participation**
    - **On site survey**
    - **Desk survey**
  - **Coordinate time and date with prospective contractor**

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Plant Visit

- **Introduction**
  - **The contractor's management representative will give an overview of the company**
  - **The Pre-Award Survey Team Leader will review the agenda and highlight the Factors to be investigated**
  - **Obtain names, titles, and phone numbers of contractor personnel**

Plant Visit

- **Task the contractor to:**
  - **Locate & interpret PPP&M requirements.**
  - **Explain how PPP&M requirements will be met**
  - **Provide proof that Hazmat employees have been properly trained**
- **Annotate requirements missed by contractor**
  - **Inform contractor of requirements missed**
  - **Correct any misinterpretations**

Plant Visit

- **Tour Contractor Facility for availability of:**
  - **Necessary packaging & materials handling equipment**
  - **Clean, dry, well organized space that is conducive to a packaging environment**
  - **An ESD workstation when applicable**
  - **Heat-sealed seam strength & leak test equipment**

Plant Visit

- **Obtain necessary information to complete report**
  - **Request quotes for unusual or potentially expensive materials**
    - **Reusable containers (if not GFM)**
    - **Specialized cushioning**
    - **Fiberboard die cut pads**
  - **If a Packaging subcontractor will be utilized**
    - **Request a copy of the quote**
    - **Confirm subcontractor's capability to meet PPP&M requirements**

Plant Visit

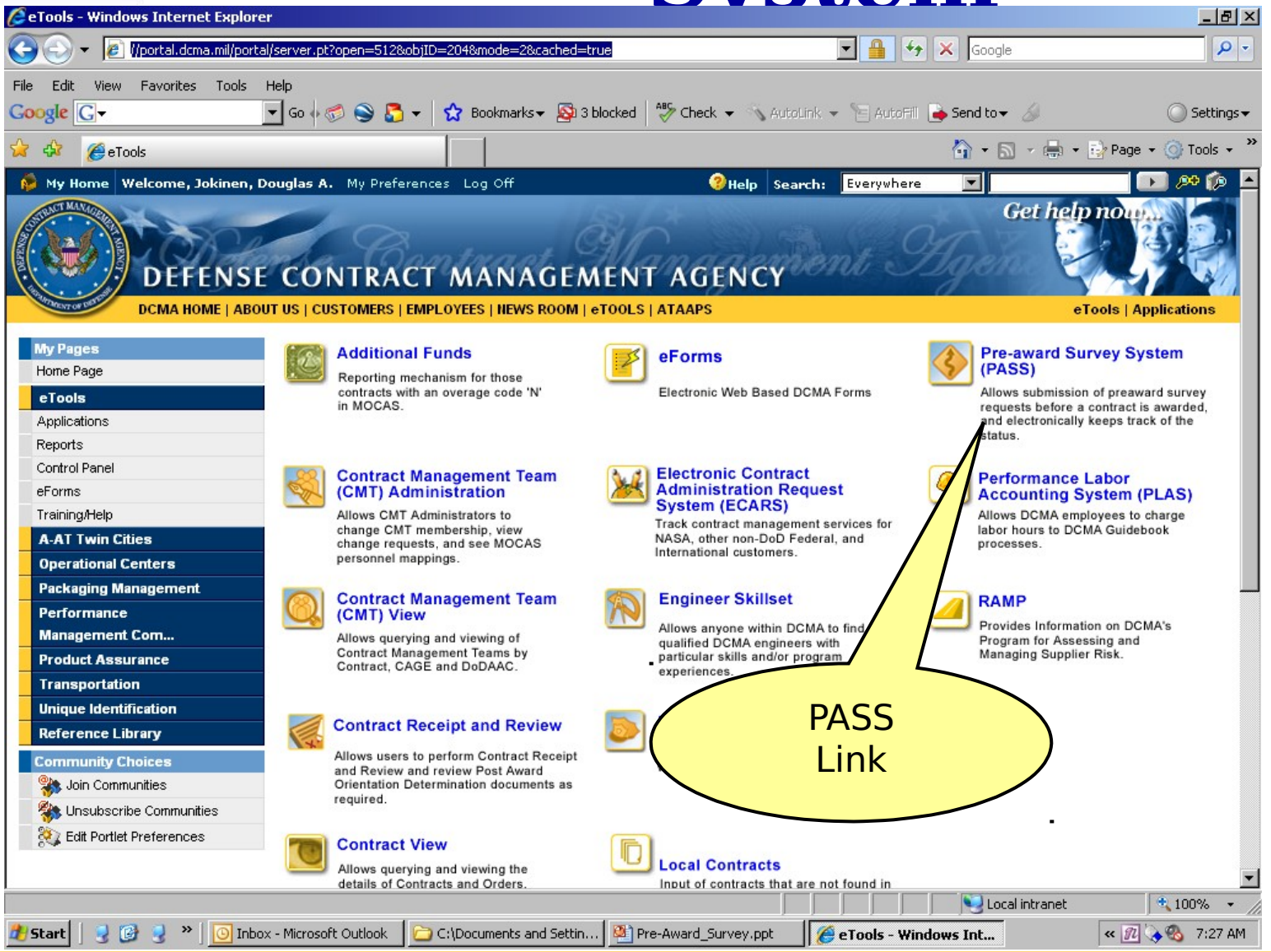
- **Follow-up & Exiting the facility**

  - **Make sure contractor is aware of additional information or documentation needed for your evaluation**
  - **Do not discuss your anticipated recommendation**
  - **When the Pre-Award Survey results in a "No Award" recommendation, follow-up with a Post- Award if contract is awarded**

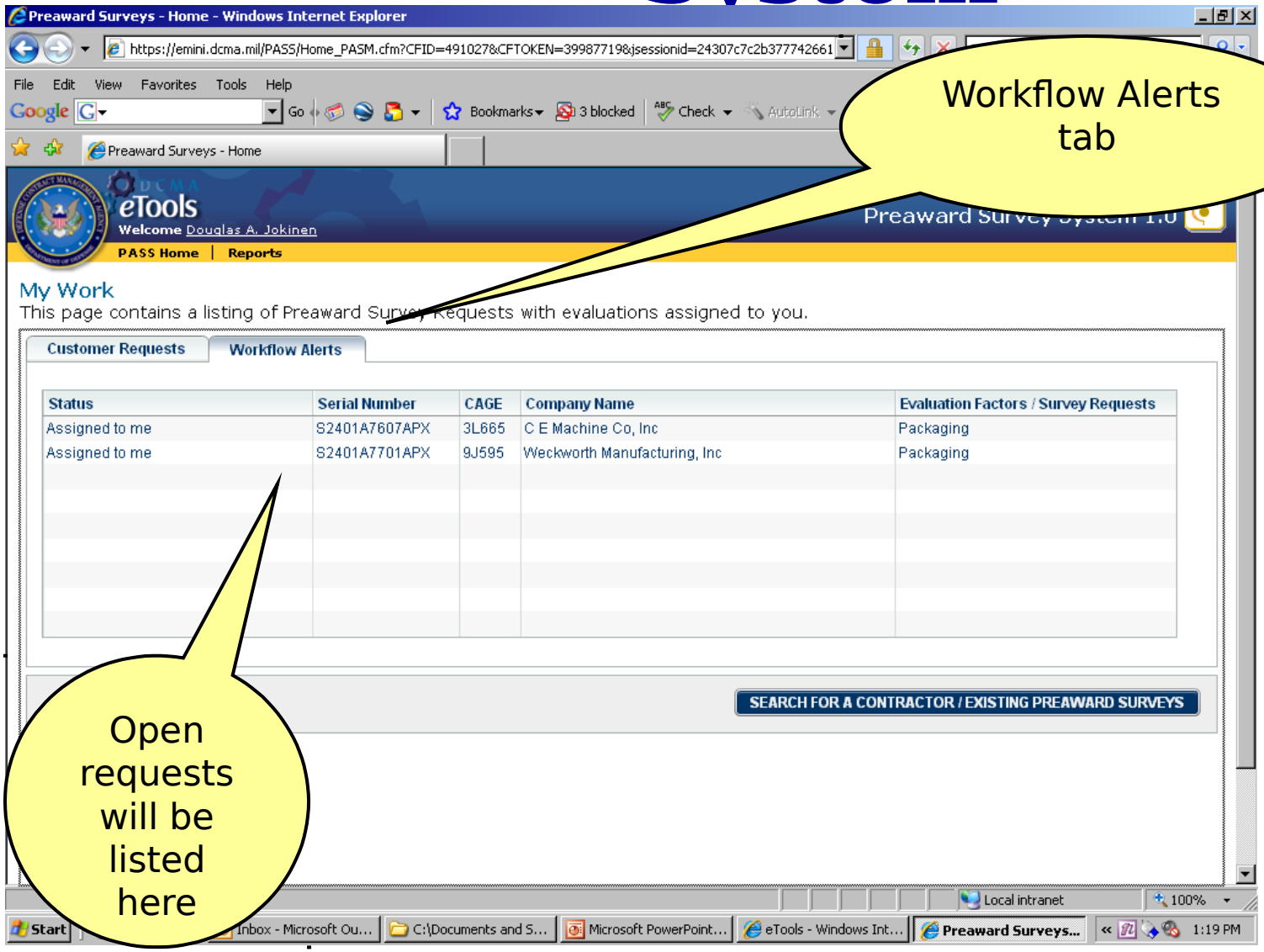
Pre-Award Survey System

- **Pre-Award Survey System (PASS) is a web based eTools application designed to support the Pre-Award Survey process from request to receipt of survey results**
- **Functional Specialists have Pre-Award Survey requests forwarded from the Pre-Award Survey Manager**
- **The Functional Specialist can complete the requested survey or assign the survey to another Functional Specialist**

Pre-Award Survey System


eTools - Windows Internet Explorer
DEFENSE CONTRACT MANAGEMENT AGENCY
DCMA HOME | ABOUT US | CUSTOMERS | EMPLOYEES | NEWS ROOM | eTOOLS | ATAAPS
eTools | Applications
My Pages
Home Page
eTools
Applications
Reports
Control Panel
eForms
Training/Help
A-AT Twin Cities
Operational Centers
Packaging Management
Performance Management Com...
Product Assurance
Transportation
Unique Identification
Reference Library
Community Choices
Join Communities
Unsubscribe Communities
Edit Portlet Preferences
Additional Funds
Reporting mechanism for those contracts with an overage code 'N' in MOCAS.
eForms
Electronic Web Based DCMA Forms
Pre-award Survey System (PASS)
Allows submission of preaward survey requests before a contract is awarded, and electronically keeps track of the status.
Contract Management Team (CMT) Administration
Allows CMT Administrators to change CMT membership, view change requests, and see MOCAS personnel mappings.
Electronic Contract Administration Request System (ECARS)
Track contract management services for NASA, other non-DoD Federal, and International customers.
Performance Labor Accounting System (PLAS)
Allows DCMA employees to charge labor hours to DCMA Guidebook processes.
Contract Management Team (CMT) View
Allows querying and viewing of Contract Management Teams by Contract, CAGE and DoDAAC.
Engineer Skillset
Allows anyone within DCMA to find qualified DCMA engineers with particular skills and/or program experiences.
RAMP
Provides Information on DCMA's Program for Assessing and Managing Supplier Risk.
Contract Receipt and Review
Allows users to perform Contract Receipt and Review and review Post Award Orientation Determination documents as required.
Contract View
Allows querying and viewing the details of Contracts and Orders.
Local Contracts
PASS Link

Pre-Award Survey System


Preaward Surveys - Home - Windows Internet Explorer
https://emini.dcma.mil/PASS/Home_PASM.cfm?CFID=491027&CFTOKEN=39987719&jsessionid=24307c7c2b377742661
File Edit View Favorites Tools Help
Preaward Surveys - Home
eTools
Welcome Douglas A. Jokinen
PASS Home | Reports
Preaward Survey System 1.0
My Work
This page contains a listing of Preaward Survey requests with evaluations assigned to you.
Customer Requests
Workflow Alerts
Status | Serial Number | CAGE | Company Name | Evaluation Factors / Survey Requests
Assigned to me | S2401A7607APX | 3L665 | C E Machine Co, Inc | Packaging
Assigned to me | S2401A7701APX | 9J595 | Weckworth Manufacturing, Inc | Packaging
SEARCH FOR A CONTRACTOR / EXISTING PREAWARD SURVEYS
Workflow Alerts tab
Open requests will be listed here
Start
Preaward Surveys...
1:19 PM

Pre-Award Survey System

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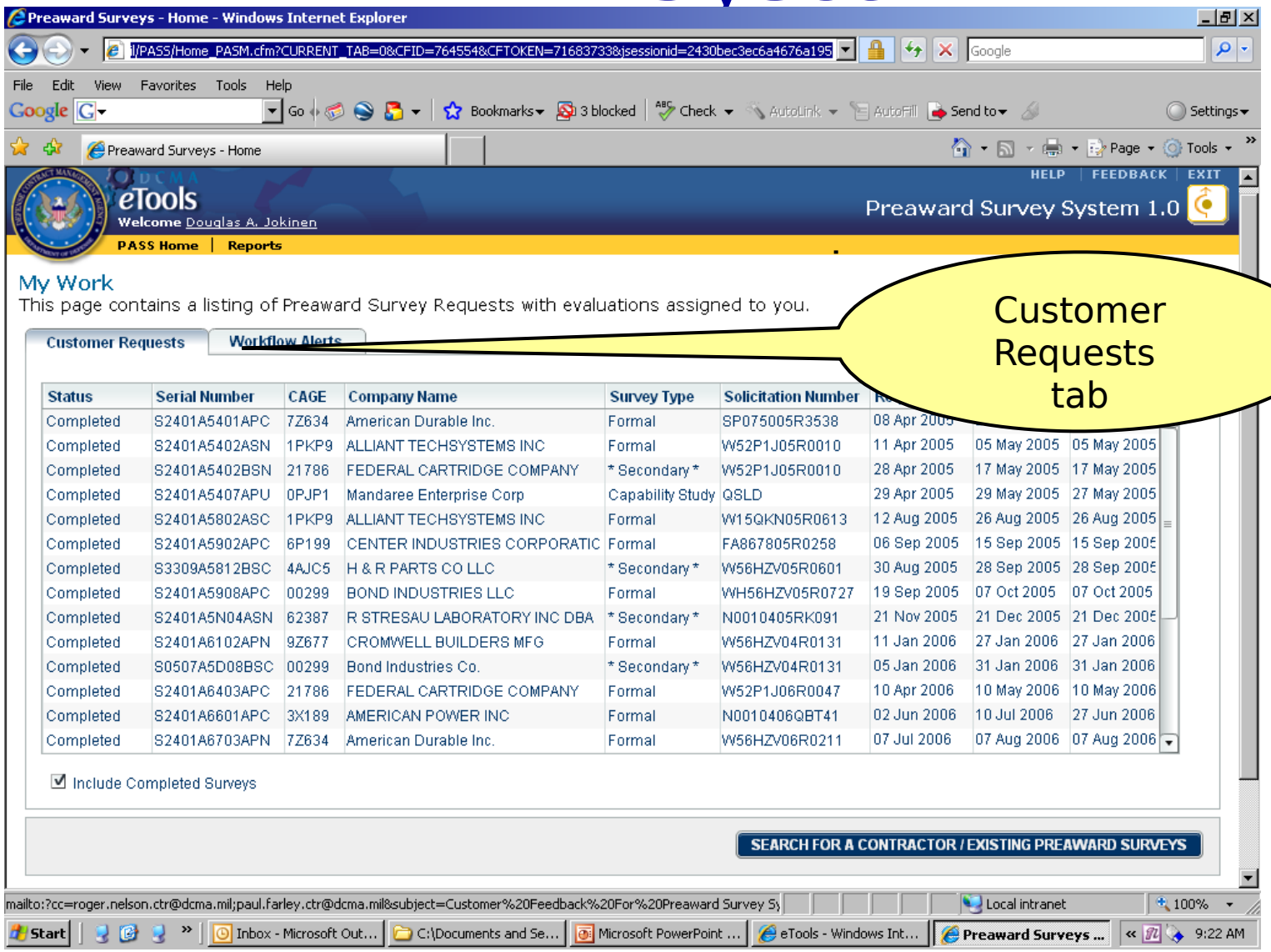
Preaward Surveys - Home - Windows Internet Explorer
eTools
Welcome Douglas A. Jokinen
PASS Home | Reports
HELP | FEEDBACK | EXIT
Preaward Survey System 1.0
My Work
This page contains a listing of Preaward Survey Requests with evaluations assigned to you.
Customer Requests
Workflow Alerts
Include Completed Surveys
SEARCH FOR A CONTRACTOR / EXISTING PREAWARD SURVEYS

Status	Serial Number	CAGE	Company Name	Survey Type	Solicitation Number			
Completed	S2401A5401APC	7Z634	American Durable Inc.	Formal	SP075005R3538	08 Apr 2005		
Completed	S2401A5402ASN	1PKP9	ALLIANT TECHSYSTEMS INC	Formal	W52P1J05R0010	11 Apr 2005	05 May 2005	05 May 2005
Completed	S2401A5402BSN	21786	FEDERAL CARTRIDGE COMPANY	* Secondary *	W52P1J05R0010	28 Apr 2005	17 May 2005	17 May 2005
Completed	S2401A5407APU	0PJP1	Mandaree Enterprise Corp	Capability Study	QSLD	29 Apr 2005	29 May 2005	27 May 2005
Completed	S2401A5802ASC	1PKP9	ALLIANT TECHSYSTEMS INC	Formal	W15QKN05R0613	12 Aug 2005	26 Aug 2005	26 Aug 2005
Completed	S2401A5902APC	6P199	CENTER INDUSTRIES CORPORATIC	Formal	FA867805R0258	06 Sep 2005	15 Sep 2005	15 Sep 2005
Completed	S3309A5812BSC	4AJC5	H & R PARTS CO LLC	* Secondary *	W56HZV05R0601	30 Aug 2005	28 Sep 2005	28 Sep 2005
Completed	S2401A5908APC	00299	BOND INDUSTRIES LLC	Formal	WH56HZV05R0727	19 Sep 2005	07 Oct 2005	07 Oct 2005
Completed	S2401A5N04ASN	62387	R STRESAU LABORATORY INC DBA	* Secondary *	N0010405RK091	21 Nov 2005	21 Dec 2005	21 Dec 2005
Completed	S2401A6102APN	9Z677	CROMWELL BUILDERS MFG	Formal	W56HZV04R0131	11 Jan 2006	27 Jan 2006	27 Jan 2006
Completed	S0507A5D08BSC	00299	Bond Industries Co.	* Secondary *	W56HZV04R0131	05 Jan 2006	31 Jan 2006	31 Jan 2006
Completed	S2401A6403APC	21786	FEDERAL CARTRIDGE COMPANY	Formal	W52P1J06R0047	10 Apr 2006	10 May 2006	10 May 2006
Completed	S2401A6601APC	3X189	AMERICAN POWER INC	Formal	N0010406QBT41	02 Jun 2006	10 Jul 2006	27 Jun 2006
Completed	S2401A6703APN	7Z634	American Durable Inc.	Formal	W56HZV06R0211	07 Jul 2006	07 Aug 2006	07 Aug 2006

Customer Requests tab

Pre-Award Survey System

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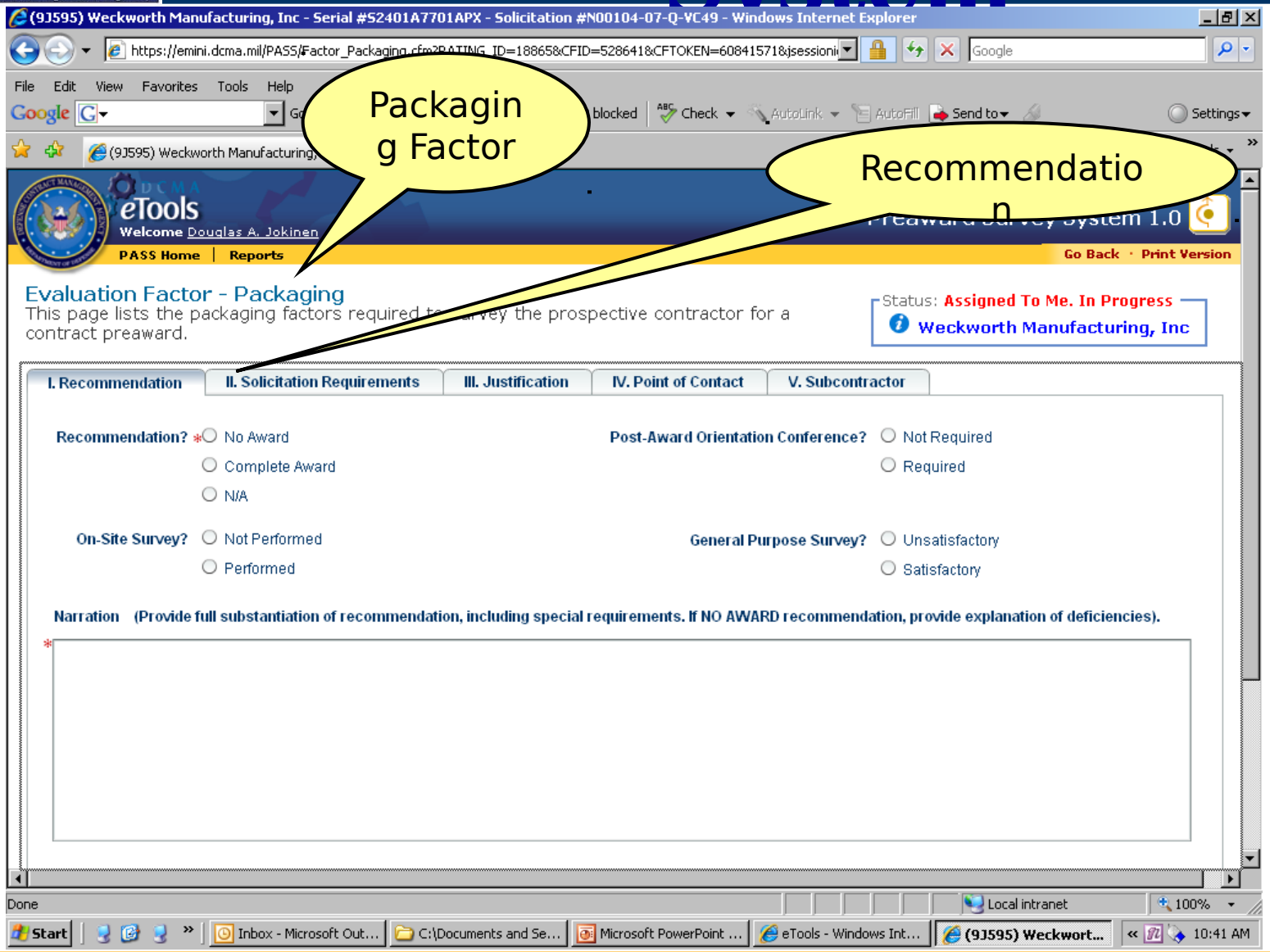

Pre-Award Survey System

- **Narration sample for a “No Award” recommendation:**

This Packaging Pre-Award Survey was performed onsite.

“No Award” is recommended based on the following justification:

1) **The contractor has no experience performing Military Packaging.**
2) **The contractor could not locate the PPP&M requirements in the solicitation package.**
3) **The contractor did not demonstrate any familiarization with the PPP&M requirements.**
4) **The contractor could not locate the Level A/B requirements in the applicable commodity specification.**
5) **With the exception of the commodity specification, the contractor did not have any other Packaging or Marking specifications.**
6) **The contractor does not have adequate material handling equipment or facilities to maneuver palletized loads.**
7) **The contractor does not intend to subcontract the PPP&M.**
8) **This PAS was performed at the contractor facility over the phone with the contractor’s interpreter who was identified as the contractor’s pastor and business consultant.**
9) **If contract is awarded to this contractor, notify the Technical Specialist for the scheduling of a Packaging Post-Award Survey.**

Pre-Award Survey System

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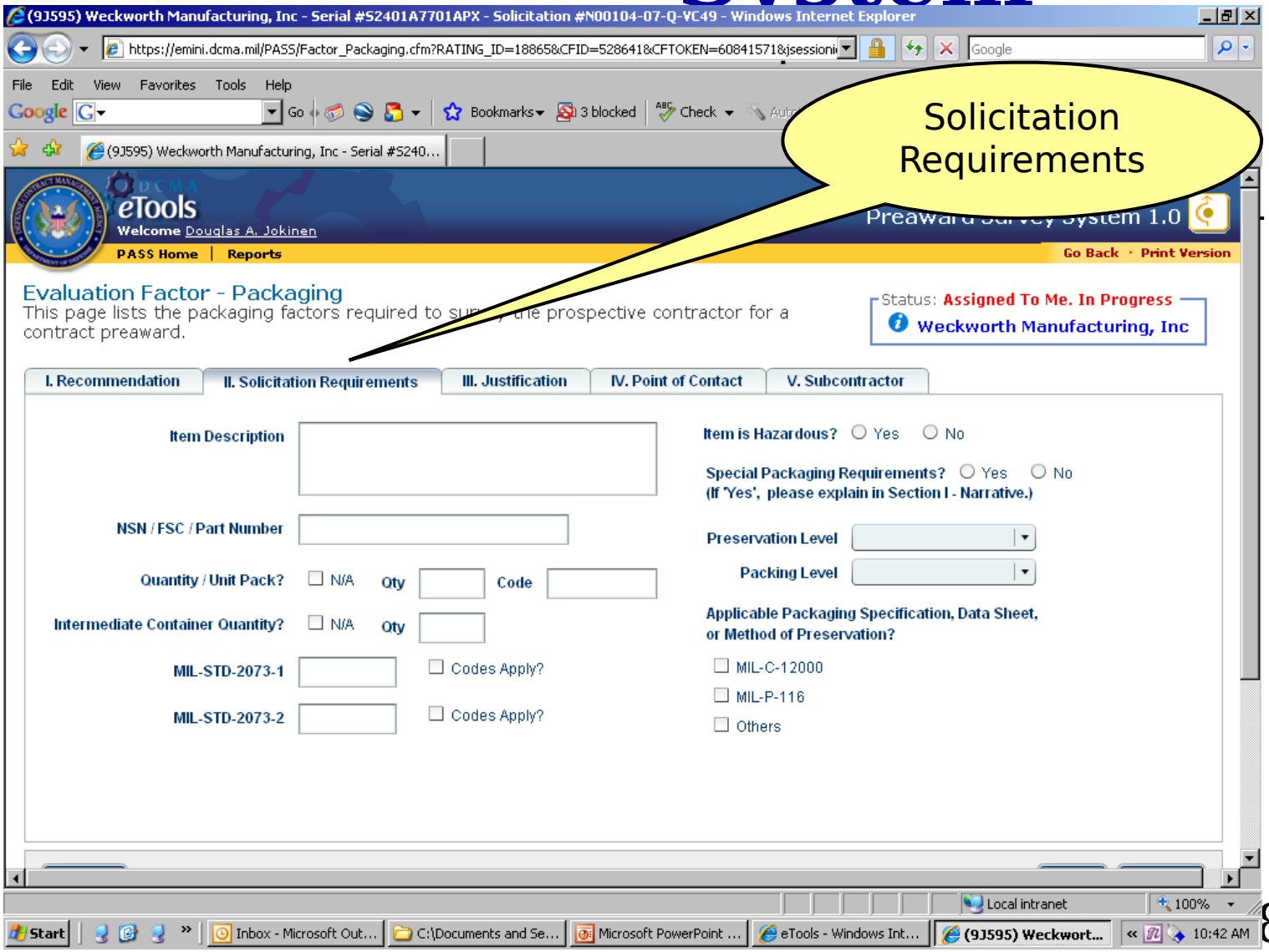
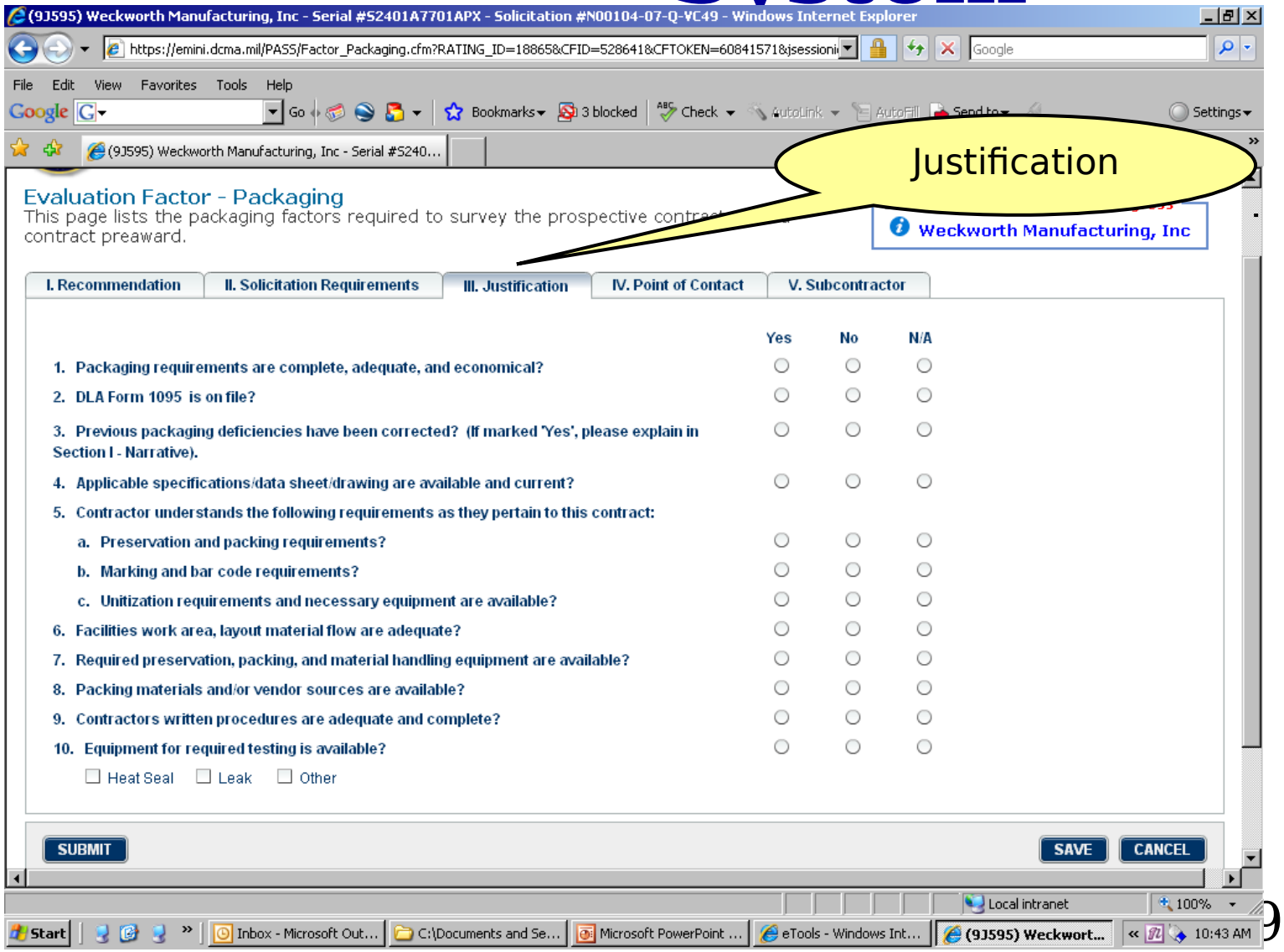

(9J595) Weckworth Manufacturing, Inc - Serial #S2401A7701APX - Solicitation #N00104-07-Q-YC49 - Windows Internet Explorer
https://emini.dcma.mil/PASS/Factor_Packaging.cfm?RATING_ID=18865&CFID=528641&CFTOKEN=60841571&jsessioni
File Edit View Favorites Tools Help
Bookmarks 3 blocked Check
(9J595) Weckworth Manufacturing, Inc - Serial #S240...
eTools
Welcome Douglas A. Jokinen
Preaward Survey System 1.0
PASS Home | Reports
Go Back · Print Version
Evaluation Factor - Packaging
This page lists the packaging factors required to survey the prospective contractor for a contract preaward.
Status: Assigned To Me. In Progress
Weckworth Manufacturing, Inc
I. Recommendation
II. Solicitation Requirements
III. Justification
IV. Point of Contact
V. Subcontractor
Item Description
NSN / FSC / Part Number
Quantity / Unit Pack? N/A Qty Code
Intermediate Container Quantity? N/A Qty
MIL-STD-2073-1 Codes Apply?
MIL-STD-2073-2 Codes Apply?
Item is Hazardous? Yes No
Special Packaging Requirements? Yes No
(If 'Yes', please explain in Section I - Narrative.)
Preservation Level
Packing Level
Applicable Packaging Specification, Data Sheet, or Method of Preservation?
MIL-C-12000
MIL-P-116
Others
Local intranet
100%
Start
Inbox - Microsoft Out...
C:\Documents and Se...
Microsoft PowerPoint ...
eTools - Windows Int...
(9J595) Weckwort...
10:42 AM

Solicitation Requirements

09/05/16

Pre-Award Survey System


(9J595) Weckworth Manufacturing, Inc - Serial #S2401A7701APX - Solicitation #N00104-07-Q-VC49 - Windows Internet Explorer
https://emini.dcma.mil/PASS/Factor_Packaging.cfm?RATING_ID=18865&CFID=528641&CFTOKEN=60841571&jsessionid
Justification
Evaluation Factor - Packaging
This page lists the packaging factors required to survey the prospective contract
contract preaward.
Weckworth Manufacturing, Inc
I. Recommendation
II. Solicitation Requirements
III. Justification
IV. Point of Contact
V. Subcontractor
Yes
No
N/A
1. Packaging requirements are complete, adequate, and economical?
2. DLA Form 1095 is on file?
3. Previous packaging deficiencies have been corrected? (If marked 'Yes', please explain in Section I - Narrative).
4. Applicable specifications/data sheet/drawing are available and current?
5. Contractor understands the following requirements as they pertain to this contract:
a. Preservation and packing requirements?
b. Marking and bar code requirements?
c. Unitization requirements and necessary equipment are available?
6. Facilities work area, layout material flow are adequate?
7. Required preservation, packing, and material handling equipment are available?
8. Packing materials and/or vendor sources are available?
9. Contractors written procedures are adequate and complete?
10. Equipment for required testing is available?
Heat Seal
Leak
Other
SUBMIT
SAVE
CANCEL

Pre-Award Survey System

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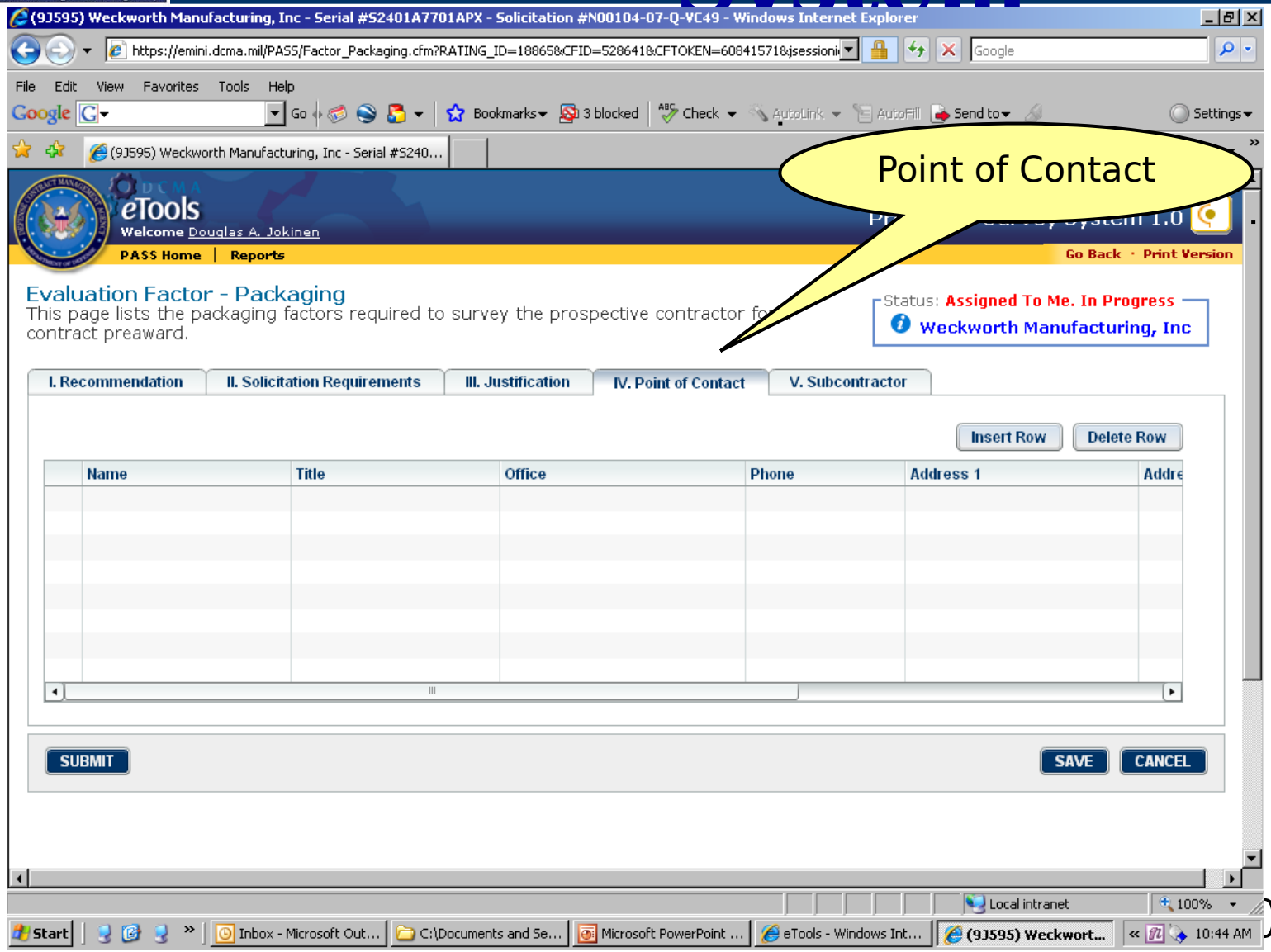

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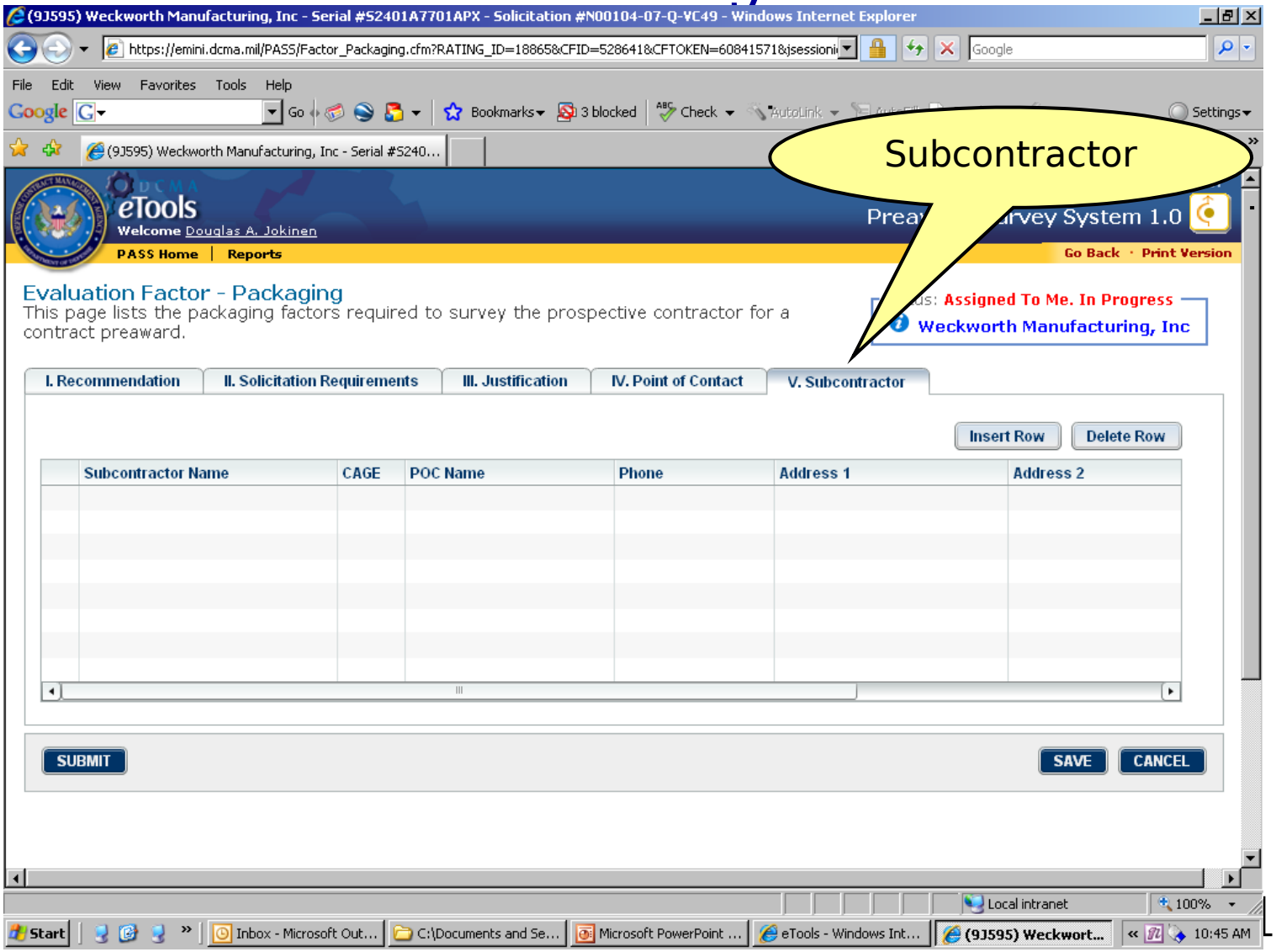

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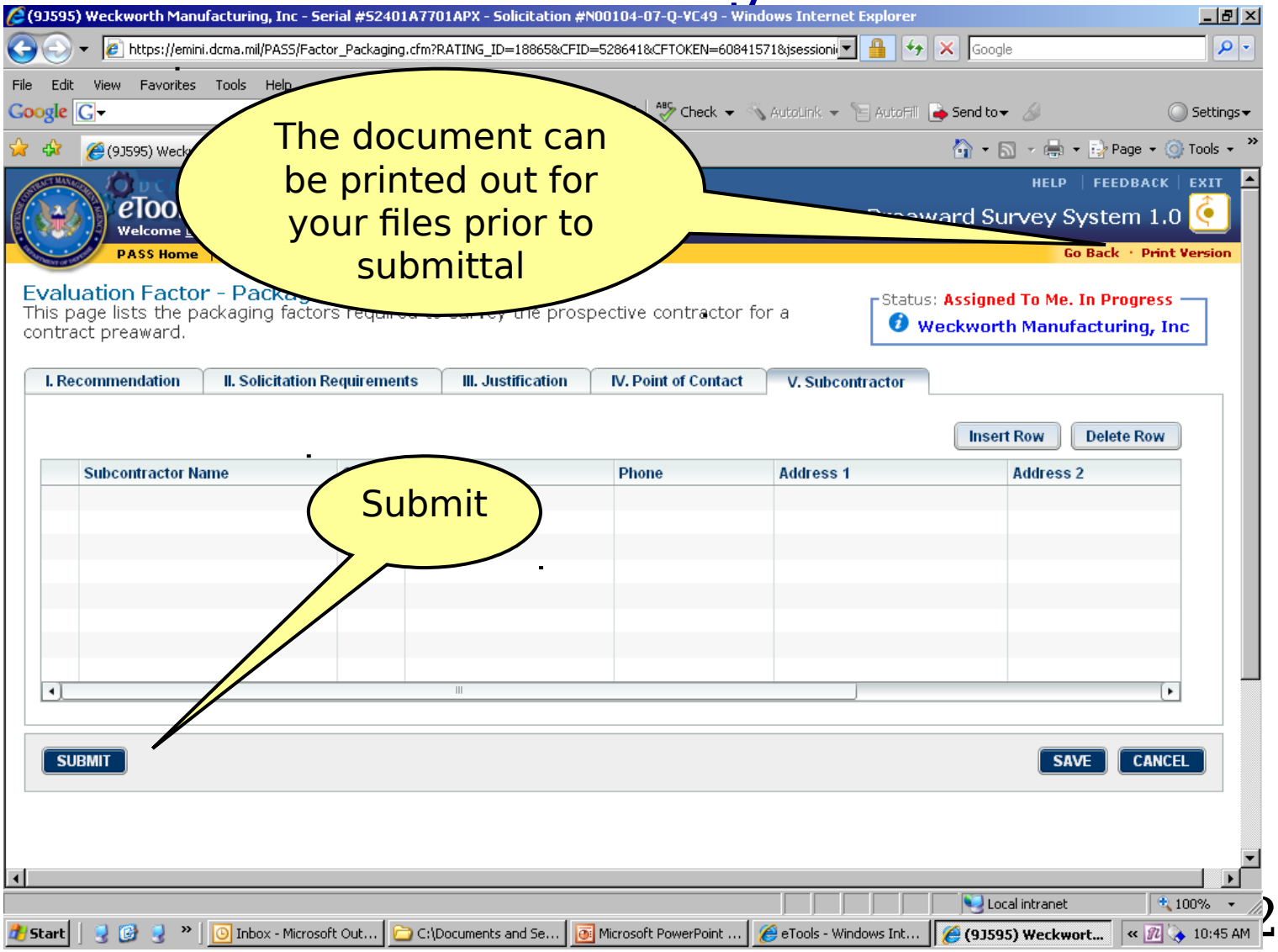

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Summary

- **Pre-Award Survey Requests are initiated by the Buying Activity & processed through the PASM**
- **Pre-Award Survey Preparation must include a clear understanding of the PPP&M requirements**
- **Onsite Visit Guidance includes tasking the contractor to demonstrate their ability to meet PPP&M requirements**
- **Pre-Award Survey System (PASS) is the eTools system of recording & tracking the PAS.**

Quiz

1. **Pre-Award Survey requests are generated within the:**
   a) **Cognizant CMO**
   b) **Continental United States (CONUS)**
   c) **Pre-Award Survey System (PASS)**
   d) **Risk Assessment and Management Program**
   e) **All of the above**

Quiz

2. **Pre-Award Survey preparation includes:**
   a) **Make sure solicitation Packaging References are current**
   b) **Check contractor history for Packaging Discrepancies**
   c) **Contact Buying Activity for clarification if necessary**
   d) **A clear understanding of the PPP&M requirements**
   e) **All of the above**

Quiz

3. **Pre-Award Survey contractor facility visit is:**
   a) **Usually conducted at PASM cubicle**
   b) **Unannounced to surprise the contractor**
   c) **Opportunity for contractor to demonstrate they can meet the PPP&M terms of the solicitation**
   d) **Chance to tell contractor your recommendation (award or No award)**
   e) **All of the above**

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Quiz

4. **The eTools Pre-Award Survey System (PASS) allows customers to request the following evaluation factors:**
   a) **Transportation**
   b) **Quality**
   c) **Production**
   d) **Packaging**
   e) **All of the above**

Quiz

5. **Functional Specialists use the Pre-Award Survey System (PASS) to:**
   a) **Find existing Pre-Award Surveys for contractors**
   b) **Report the results of support surveys on requested factors**
   c) **Reassign support surveys to others**
   d) **Respond to support surveys that the PASM rejects**
   e) **All of the above**